

MONROE COUNTY

JOB DESCRIPTION

Position Title: SITE MANAGER, NUTRITION PROGRAM		Date: 01/09/04
Position Level: 5	FLSA Status: Non-Exempt	Class Code:

GENERAL DESCRIPTION

This position is responsible for provision of meals and related activities to Nutrition Program clients in the Social Services Department. Reports directly to the Nutrition Sr. Administrator.

KEY RESPONSIBILITIES

1. *Overall responsibility for ordering, heating, serving, and delivering meals.
2. *Must become familiar with and have a working knowledge of all participants in the Nutrition program, including Congregate and Home-Delivered Meal clients.
3. *Responsible for filling in for other Site Managers, as required by the Nutrition Program Sr. Administrator.
4. *Interview program applicants and complete application process, including required intake forms.
5. *Provide individual outreach and client assistance and maintain objective helping relationship with participants.
6. *Maintain annual re-assessments of program participants in a timely manner.
7. *Attend and conduct meetings as required.
8. *Receive and stock food orders weekly.
9. *Keep inventory records of meals and equipment, including vehicles, as required.
10. *Develop weekly food and supply orders.
11. *Accountable for counting and depositing client contributions and submitting required forms.
12. Assist training of new managers, aides, volunteers, etc. and make Sr. Administrator aware of any problems.
13. *Supervise employees as assigned and maintain, review, sign and submit time sheets.
14. Perform other duties as assigned.

*Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	5 to 7 years woking with the elderly or related field.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires valid Fla. Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____`1